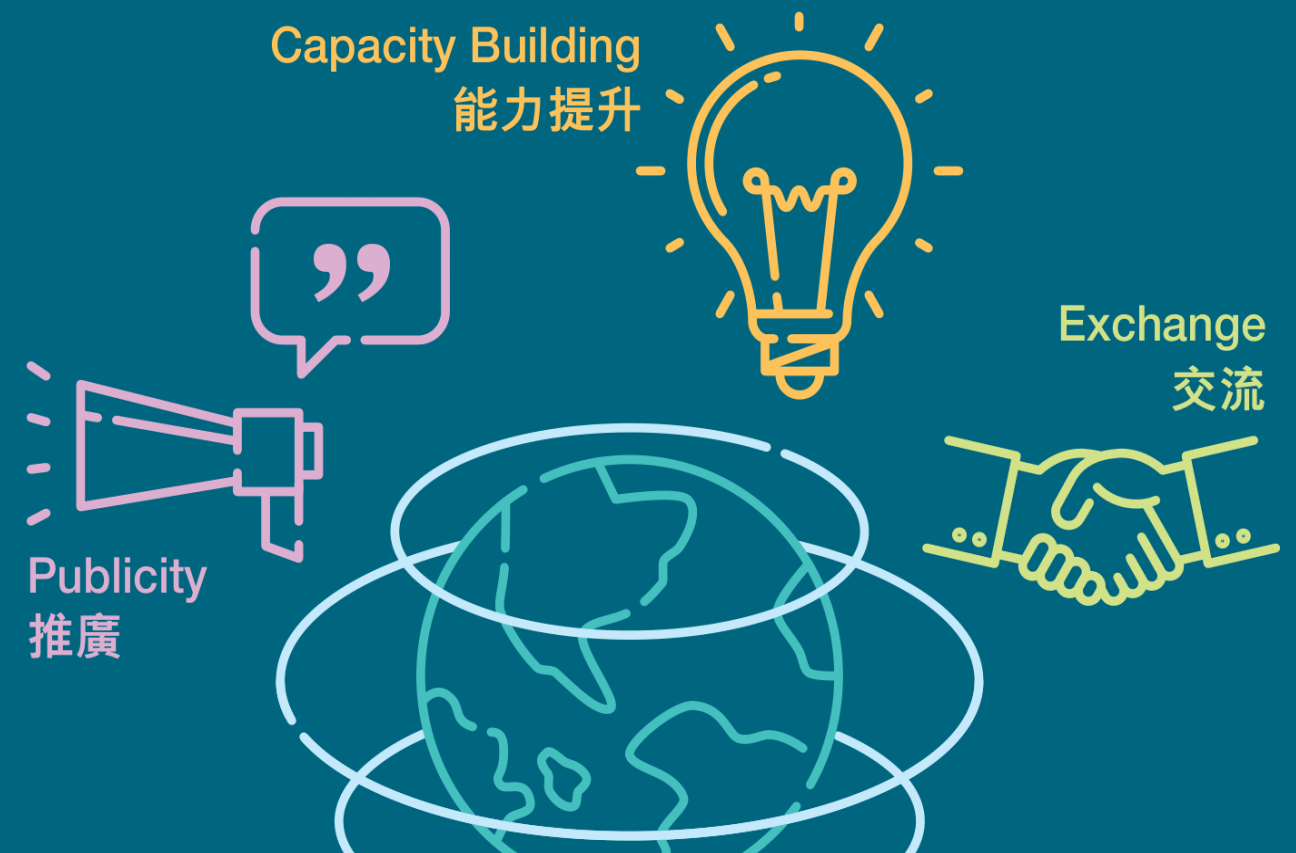


# PROFESSIONAL SERVICES ADVANCEMENT SUPPORT SCHEME (PASS)



# PASS complements many government support measures for professional services

## Improve market access

- ❑ Free Trade Agreements
- ❑ Investment Promotion & Protection Agreements
- ❑ CEPA



## Spearhead market promotion

- ❑ HK Trade Development Council
- ❑ Overseas Economic & Trade Offices, Mainland Offices
- ❑ Relevant Govt b/ds



# WHO CAN APPLY FOR PASS?

**MUST** be non-profit-distributing *organisations* under HK laws

- ✓ Professional bodies
- ✓ Trade & industrial organisations
- ✓ Research institutes



Constitution, Memorandum & Articles of Association **explicitly** state:

Organisation does not distribute profits to its directors, members, shareholders, employees or any other persons (operation & insolvency)



# WHAT PROJECTS ARE ELIGIBLE FOR PASS?

Project goal **MUST** *directly* meet  
one or more PASS objectives

Increase exchanges &  
co-operation of HK's  
professional services  
with counterparts in  
external markets



Promote  
relevant publicity  
activities



Enhance standards &  
external  
competitiveness of  
HK's professional  
services



# WHAT PROJECTS ARE ELIGIBLE FOR PASS?

*Main* beneficiaries **MUST** be HK professionals from eligible sectors



- ✓ *Sector-specific OK!*
- ✓ *Cross-sector OK!*

# WHAT PROJECTS ARE ELIGIBLE FOR PASS?

*Main* beneficiaries **MUST** be HK professionals from eligible sectors



## Accounting

Accounting  
Auditing  
Book-keeping  
Tax services



## Legal

Legal  
Arbitration  
Mediation

## Building & construction

Architecture &  
landscape architecture  
Engineering  
Planning  
Surveying  
Project development &  
finance  
Real estate



# WHAT PROJECTS ARE ELIGIBLE FOR PASS?

*Main* beneficiaries **MUST** be HK professionals from eligible sectors

## Health

Medical

Dental

Chinese medicine

Nursing

Physiotherapy

Midwifery

Paramedical



## Others

ICT

Company secretary

Design

Business consultancy

Environmental & waste  
management

Technical testing &  
analysis

Veterinary



# WHAT PROJECTS ARE ELIGIBLE FOR PASS?



Projects **MUST** be non-profit-making

*Project income (if any) plough back to project budget*



**NO** double Govt funding

**ANY** project types OK!

## *Common examples*

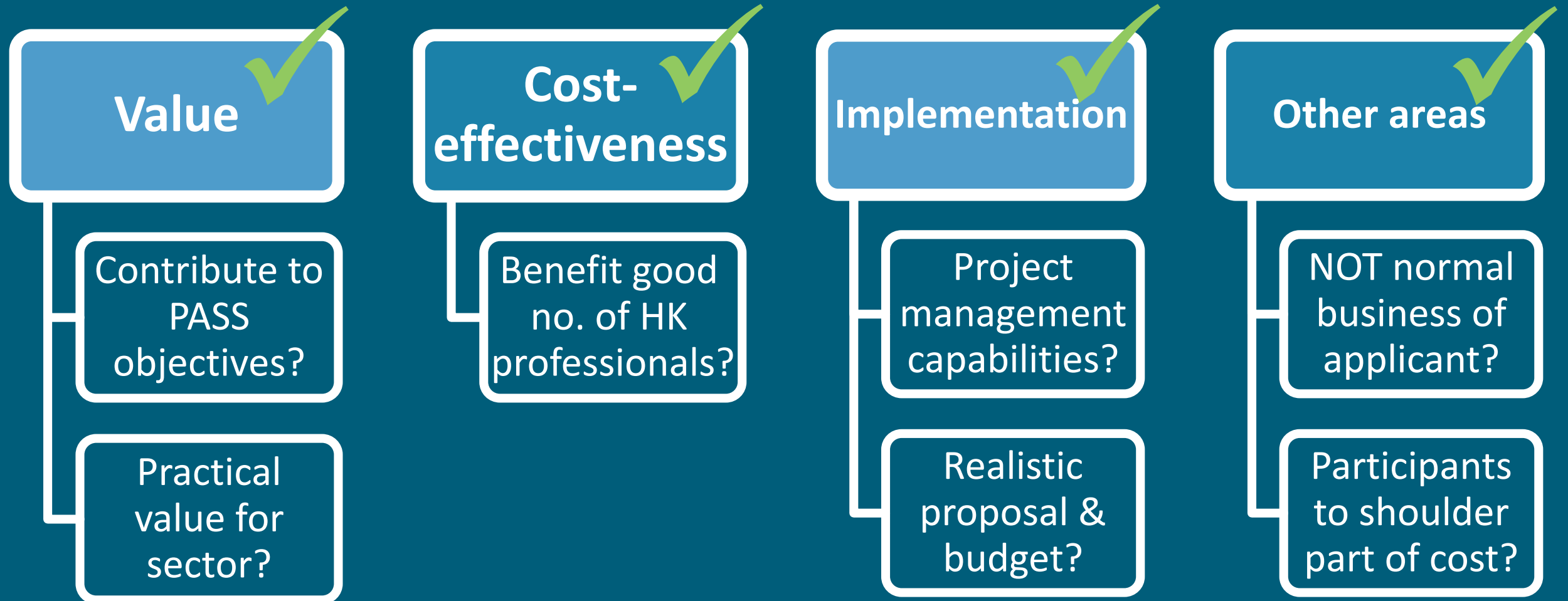
- Mainland or overseas visit
- Exhibition (HK pavilion)
- HK conference & seminar

## *Other examples*

- External market study
- Exchange activity
- Professional internship or attachment programme (longer term, say 6 weeks+)



# HOW ARE PASS APPLICATIONS ASSESSED?



# HOW ARE PASS PROJECTS FUNDED?



**Max Grant per Project**  
**90%** of total eligible project cost or **\$3M**, whichever lower



**Grantee's Contribution**  
**10%+** (cash or in-kind)  
Self-financing,  
3<sup>rd</sup> party sponsorship  
or project income

*By phases OK!*

**NEW**



**Project Period**  
Max 3 years

# HOW ARE PASS PROJECTS FUNDED?



**MUST** be direct costs incurred for Project

Examples of Typical Allowable Costs

Manpower

Venue rental  
& set-up

Production &  
promotion  
(e.g. design, advertising,  
kits for participants)

Travel &  
accommodation  
for individuals with  
specific roles

Equipment

External audit  
(\$10,000@)

**NEW**

# HOW ARE PASS PROJECTS FUNDED?

**MUST** be direct costs incurred for Project



Project team member

Non-local speaker

Basic travel & accommodation for individuals with specific roles

Participant with active role in PASS event outside HK (e.g. speaker, panellist)

Participant of relatively longer professional internship / attachment programme outside HK under PASS (say 6 weeks +)

**NEW**

**NEW**

# HOW ARE PASS PROJECTS FUNDED?



## Examples of Typical Unallowable Costs (i.e. indirect costs)

Entertainment &  
meal

Cash prize &  
contest award

Participation fee  
for visit &  
mission trip

General office  
equipment  
(e.g. computer,  
projector)

Office overheads

# NEW ENHANCEMENTS

NEW



**More flexibility in redistributing PASS grant between cost items**

Govt approval required only if:  
cost item increase **20%+** and actual cost **>\$60,000**



**No. of quotations required**

Nil if  $\leq \$2,000$

3 if  $> \$50,000$  &  $\leq \$300,000$

# NEW ENHANCEMENTS



## ↓ No. of Quotations Required

Aggregate Value (\$)	No. of Written Quotation
≤ 2,000	0 <i>(Project Co-ordinator confirms price reasonable in progress/final report)</i>
>2,000 & ≤ 50,000	2
>50,000 & ≤ 300,000	3
>300,000 & ≤ 1.4 million	5
> 1.4 million	Open Tender



*Open, fair & competitive procedures*

# LIFE CYCLE OF PASS PROJECT



Accepted  
all year round

Quarterly  
Vetting Committee  
(VC) meetings

Smaller, shorter &  
straight-forward  
projects via  
circulation



(6-8 weeks)

PASS Secretariat &  
relevant Govt b/ds:  
Preliminary  
assessment

VC: Assessment &  
recommendation

Govt formal approval

(2-3 weeks)

Agree on cashflow  
projection

Sign Project  
Agreement

(Max. 3 years)

On-going monitoring  
by VC & PASS  
Secretariat  
(e.g. site visits)

Progress Report &  
Audited Accounts  
(max. 2)

Final Report & Final  
Audited Accounts

**Lump sum or  
instalment  
payments**





# LIFE CYCLE OF PASS PROJECT

 **Project Implementation**

**< \$300,000 & 18 months**

 **Upfront lump sum payment  
for ALL**

**NEW**

**< 2 years**  **2 instalments**

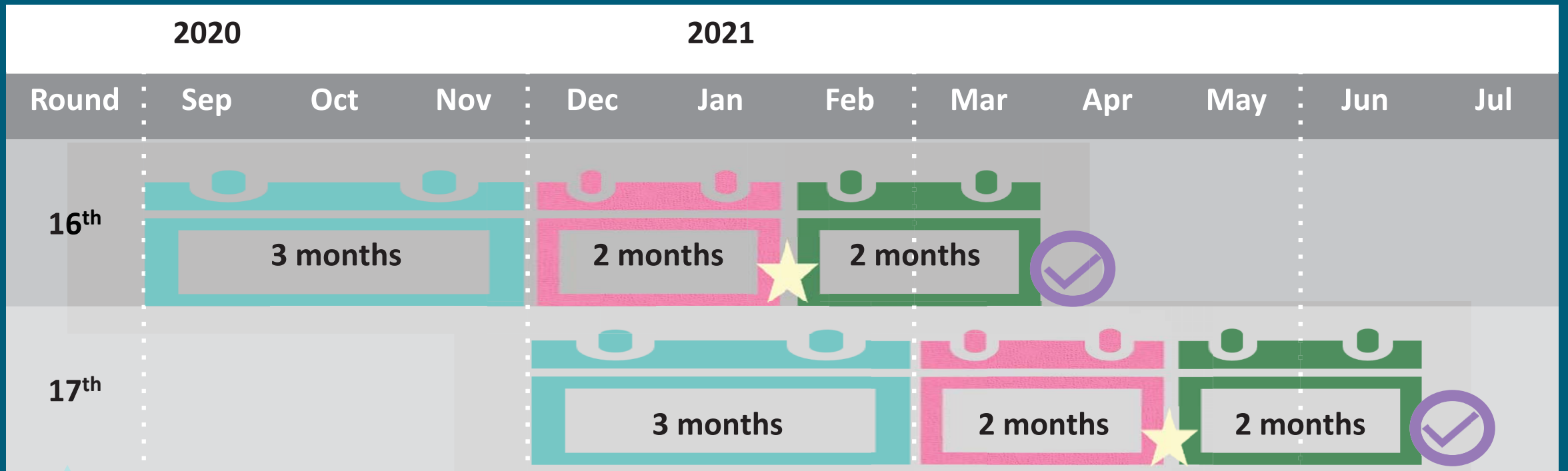
**> 2 years**  **3 instalments**

*\*Based on project milestones,  
ahead of expenditure schedule*



*No expenditure before project starts*

# UPCOMING APPLICATION CYCLES



Applications accepted all year round & processed on quarterly basis



# CHECKLIST FOR SUCCESSFUL APPLICATION

## Who?

- ✓ Non-profit distributing organisation

## What?

- ✓ Directly meet PASS objective(s)
- ✓ Mainly benefit HK professionals from eligible sectors

## How?

- ✓ Practical benefits
- ✓ Cost-effective
- ✓ Realistic

## Financials?

- ✓ Non-profit-making project
  - ✓ No expenditure yet
  - ✓ No double Govt funding

# TALK TO US!



[PASS@cedb.gov.hk](mailto:PASS@cedb.gov.hk)

3655 5418



[www.PASS.gov.hk](http://www.PASS.gov.hk)

# PASS USEFUL REFERENCES

*List of  
Funded Projects*



*Assessment  
Criteria*



*Application  
Cycle*



*Sample Forms  
(common projects)*



*Intro PowerPoint*



*Pamphlet*



*Guide to Application*



*Application Form*